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Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller

DATE: 9 July 1951

FROM : Finance Division

SUBJECT: Additional Personnel to Service [REDACTED]

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1. We have been advised that an estimated [REDACTED] employees are being recruited and dispatched on a priority basis to [REDACTED]. In a CCC meeting on 5 July, it was determined that military personnel assigned to [REDACTED] must, for security reasons, be paid certain differentials and allowances by CIA. This procedure has also been established for [REDACTED]. Details regarding the administrative handling of personnel of the [REDACTED] are not known at this time. However, it is understood that travel orders of all employees must be paid [REDACTED] by CIA.

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2. Under normal conditions it is estimated that one payroll clerk is required for each [REDACTED] persons serviced. This is not true of agent or "differential" accounts which, by experience, require at least one clerk for each [REDACTED] persons serviced. Even at this rate, an exceptionally well-qualified clerk whose rate of production is high is required.

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3. Since most or possibly all of the employees referred to above must be handled as agents, the payroll and allowance clerks required may be added to the Unit which was requested on 11 June 1951 to handle existing agent accounts. However, no part of the work can be absorbed by that Unit without additional personnel. Accordingly, we request the addition of [REDACTED] pay and allowance clerks, GS-5, in order that we may meet the demands of these Projects which are now being activated.

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4. To provide for the travel accounts of these employees, we request the addition of [REDACTED] travel auditors, GS-5. Based upon past experience we estimate that most of the employees will be hired at places other than Washington and will be brought here for training which will require considerable work in the Travel Section. In general the individuals will be paid for travel expenses to Washington for TDY and will be eligible for per diem if approved until completion of training. Special arrangements must be made for travel to the duty post and the processing of vouchers thereafter. We believe [REDACTED] employees is the minimum with which we can provide necessary service under acceptable accounting and security standards.

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5. With reference to our previous request for [REDACTED] additional employees to handle existing agent accounts, it has been necessary to detail [REDACTED] (with

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25X1 part-time assistance of ☐ others) employees of the C & L Branch to full
duty plus overtime with this Unit. We see no alternative to this action
which in turn is creating a serious problem in the audit of station and
project accounts now necessarily being deferred until these employees can
be returned to their regular duty. For this reason it will be appreciated
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quest for ☐

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Acting Chief, Finance Division

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